

**CITY OF ENCINITAS**

Development Services Department  
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Encinitas, CA 92024  
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## **FEES & INFORMATION AMUSEMENT ESTABLISHMENT PERMIT**

An Amusement Establishment permit is required for any commercially operated establishment having five or more amusement devices. An amusement device is any machine or apparatus in which the operation, or use of, is made possible by some type of fee.

Approved permits are valid for one year and are not transferable to another location or to another person. A change in location or ownership requires a new application. This permit may be renewed if the renewal process is initiated prior to the expiration date of the current permit.

All fees associated with this permit are non-refundable.

**Fees:**

Application Fee:	\$457
Amusement Device Fee:	\$64 per device
Background Check*:	\$86 per person
Live Scan*:	\$49 per person (new applicant, owner, manager, affiliate)
Business Registration**	

\* If a business is applying for this permit in conjunction with an Entertainment Establishment or Public Dance permit, the applicant will only be charged the Live Scan and Background Check fees on one permit, so long as the application has the same owners, officers, managers, partners or affiliates with vested interest.

\*\* Application requires a current business registration. Additional fees may apply if business registration is not up to date.

**Documentation Required:**

- **Application - Background** - Information required by San Diego County Sheriff's Department to initiate background check.
- **Application Supplemental** - Brand name, type and serial number of amusement devices operating on the premises.
- **Authorization to Release Information** – Authorization allowing the San Diego County Sheriff's Department to initiate background check.
- **Business Registration** - If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit.
- **License – Driver's** – Copy of driver's license (will be deleted once application process is completed).
- **Live Scan Form** – Complete and print form, then take to any live scan operator for fingerprinting. New applicants only. Renewal applicants will upload a copy of current permit in lieu of Live Scan in CSS.
- **Plans - Site Plan - Regulatory** - Identify address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether

structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.

- **Proof of Ownership or Permission from Owner** – If **owner** applying, proof of ownership is a Grant Deed, Assessor Record or similar document. If **not the owner**, permission from owner is required - a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.

Please allow a minimum four weeks processing time due to background checks and departmental reviews associated with this permit.